

ROUTING AND TRANSMITTAL SLIP

Date
23 JUNE 1986

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. DIRECTOR OF LOGISTICS			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

#1 - ACTION

SUSPENSE: 25 JULY 1986

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EXECUTIVE OFFICER TO THE DDA	7D24 HQS
	Phone No. STAT

5041-102

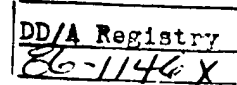
OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT

60-2



JUN 17 1986



STAT

[Redacted]
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

STAT

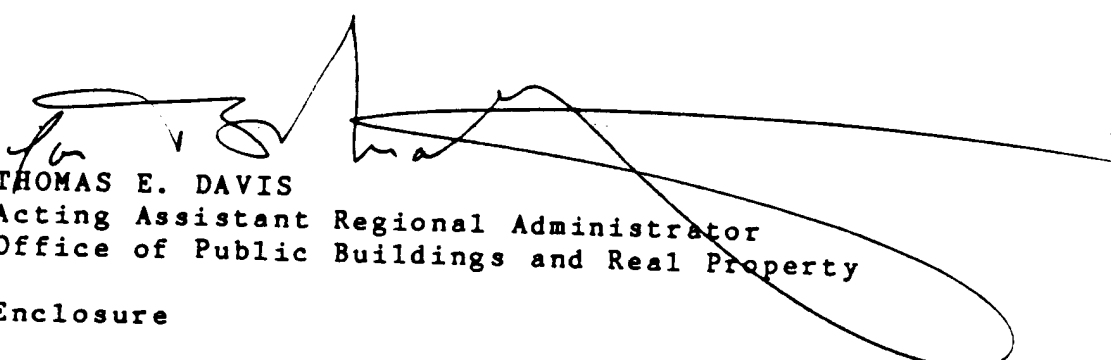
Dear [Redacted]

The General Services Administration (GSA) is conducting a survey of the Federal space situation in Atlanta, Georgia, in order to develop alternatives for meeting the long-range housing needs of agencies located therein. The study area is the Atlanta Metropolitan Statistical Area and includes Federal agencies housed in the cities of Atlanta, Canton, Chamblee, Covington, Decatur, Doraville, Duluth, East Point, Hapeville, Jonesboro, Marietta, Newnan, Norcross, Tucker and Winder, Georgia.

In order for us to include your agency's space needs in our plans, we would appreciate your completing the enclosed form in accordance with instructions found on the back of the form. We would appreciate your response by July 31, 1986.

Thank you for your cooperation. If you have any questions, please contact Ms Judy Cobb at FTS 242-7780.

Sincerely,


THOMAS E. DAVIS
Acting Assistant Regional Administrator
Office of Public Buildings and Real Property

Enclosure

AGENCY SPACE PROJECTIONS FORM

CITY, STATE _____ BUILDING NAME _____ BUILDING NUMBER _____
 TENANT DEPARTMENT OR AGENCY _____ BUREAU OR DIVISION _____
 ADDRESS _____ NAME AND PHONE NUMBER OF AGENCY CONTACT _____

TYPE OF SPACE	CURRENT SPACE OCCUPIED		OUTSTANDING SPACE REQUIREMENTS		ESTIMATED SPACE REQUIRED DURING NEXT 5 YEARS		ESTIMATED SPACE REQUIRED BEYOND 5 YEARS	
	Area (sf)	Personnel	Area (sf)	Personnel	Area (sf)	Personnel	Area (sf)	Personnel
OFFICE								
ST-1: GENERAL STORAGE								
ST-2: INSIDE PARKING								
ST-3: WAREHOUSE								
SP-1: LAB AND CLINIC								
SP-2: FOOD SERVICE								
SP-3: STRUCTURAL CHANGES								
SP-4: DATA PROCESSING								
SP-5: TRAINING/ CONFERENCE								
SP-6: LIGHT INDUSTRIAL								
SP-7: RESIDENTIAL								
TOTALS								

PARKING REQUIREMENTS	CURRENT PARKING		OUTSTANDING PARKING REQUIRED		PARKING REQUIRED DURING NEXT 5 YEARS		PARKING REQUIRED BEYOND 5 YEARS	
	Interior	Exterior	Interior	Exterior	Interior	Exterior	Interior	Exterior
OFFICIAL								
VISITOR								
EMPLOYEE								
HANDICAP								
TOTAL PARKING								

SPECIAL REQUIREMENTS/LOCATION: _____

PLEASE COMPLETE THE FOLLOWING FOR SPACE OCCUPIED UNDER OWN, OR NON-GSA AUTHORITY:

ANNUAL RENTAL RATE: _____ COST OF UTILITIES AND SERVICES (if not included in rent): _____

EXPIRATION DATE OF LEASE: _____ CANCELLATION RIGHTS: _____

DATE OF RENEWAL NOTICE: _____

APPROVED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

INSTRUCTIONS FOR COMPLETION OF THE AGENCY SPACE PROJECTIONS (ASP) FORM

The information requested is required for the planning of long-range agency housing.

Separate copies of this form should be used for each separate location at which the agency or department occupies space within the community. All types of space should be listed in occupiable square feet.

All information provided on this form should be reviewed and validated by the agency. This will serve as a means of updating our files.

Any agency or department that does not now occupy or require space in the subject community, please indicate on the face of this form.

Current Space Occupied: Verify the space and personnel presently occupied, as listed on the front of this form.

Outstanding Space Requirements: Verify the amount of space and personnel that will be required in the near future.

Estimated Space Required During the Next 5 Years: Estimate, to the best possible extent, the amount of space and personnel that will be needed during the next 5 years. If square footage and personnel cannot be estimated, approximate percentage figures indicating expected increases or decreases should be used.

Estimated Space Required Beyond 5 Years: Complete as for the category listed above, however, if neither square footage and personnel figures nor percentages can be estimated, as a minimum, indicate whether agency housing requirements are expected to increase, decrease, or remain status quo.

Parking Requirements: Enter the number of parking spaces presently occupied and future requirements in the proper columns. Also indicate the number of vehicles requiring special secured parking.

Indicate any special location requirements that would preclude the inclusion of this assignment in a centrally located Federal Building or that is critical to agency operations.